

Truro Board of Selectmen
Meeting Minutes – November 19th, 2013
Truro Town Hall, 6:00pm

Members Present: Jay Coburn-Chair, Breon Dunigan-Vice Chair, Jan Worthington-Clerk, Robert Weinstein, Paul Wisotzky

Others Present: Town Administrator Rex Peterson

Chair Jay Coburn called the meeting to order at 6:00p.m.

Review and approval of Minutes- November 12th, 2013

Dunigan moved to approve the November 12th, 2013 minutes¹. Wisotzky seconded the motion. So voted unanimously 5-0.

Public Comment Period-

Richard Fishman, member of the Recycling Committee, requested that the Board of Selectmen investigate the option of implementing "Pay as You Throw". Mr. Fishman closed by saying that Chief Takakjian was a great asset to the Town.

Review and Approve Conservation Restrictions, authorize Chair to sign

**266 Shore Rd
Old Bridge Rd**

Fred Gaechter stated that there were two Conservation Restrictions² before them for approval. He explained the locations and the history of both restrictions. **Dunigan moved to approve the Conservation Restriction (Arien Mack) on Old Bridge Rd and Authorize the Chair to sign. Wisotzky seconded the motion. So voted unanimously 5-0.**

Dunigan moved to approve the Conservation Restriction for 266 Shore Rd property (Stephen Lang) and Authorize the Chair to sign. Wisotzky seconded the motion. So voted unanimously 5-0.

Discussion of Farmer's Market

Francie Randolph and Stephanie Rein presented a thank you letter that Ms. Randolph read into record. Wisotzky thanked Sustainable Cape for their efforts and their flexibility. Ms. Randolph commented on how the first season went over all. Ms. Randolph explained to Wisotzky that they were able to have seafood towards the end of the season at the farmer's market and anticipate other seafood vendors in the future. Ms. Randolph explained to Dunigan that Mondays worked for scheduling the market. Ms. Randolph added that people over time figure out when the best time to attend was and where to park their vehicles in answer to Dunigan's question. Paul Morris, DPW Director, explained that the Farmer's market worked well due to the signage that his department installed. Chief Takakjian stated that there were minimal complaints; however, there will be some tweaking for this upcoming season. Coburn suggested that a reduction in signage be given some thought for the next season.

Review and approve rates for Highland Links Golf Course for summer 2014

Jim Knowles, Highland Links Golf Manager, stated that the rates³ he had submitted show the local golf course rates and the projection for an increase in the rates at Highland Links Golf Course. He added that he also felt it was best to wait until a ten year contract was signed before changing the rates. He

further explained the history of the National Park issuing payments to the town for Capital projects but explained that the Cape Cod National Seashore is going to be handling the projects directly now. He pointed to the Administrative costs showing a loss, but noted the amount of revenue taken in since 2003. Dunigan confirmed that the proposed rate increase before the Board of Selectmen was for \$2.00 starting July 2013 through June 30, 2014. Mr. Knowles explained the rates for renting a golf cart to the Board of Selectmen. Wisotzky stated support for raising the fees and asked for an explanation for the Annual Pass Fee which is less than average compared to other courses on the Cape. Mr. Knowles explained to Coburn that the majority of Annual Pass holders are non-residents of senior age. Ms. Brazil, Town Accountant, explained to Wisotzky the difference between direct expenditures and losses.

Wisotzky added that the loss appears to be growing from year to year and was concerned that this was a trend. Ms. Brazil, spoke to the increasing costs of health care and employment suggesting that eventually the golf course will be at a net loss but felt that was not the issue yet. Coburn read into record the proposed rate increases for 2014. Mr. Knowles answered Dunigan's question that there is 190-200 Annual passes sold with an income of \$110,000.00. **Wisotzky moved to approve the 2014 proposed rates as outlined in the document. Dunigan seconded the motion. So voted unanimously 5-0.** Dunigan questioned what the Golf Course Advisory Committee would say to an increase in the fees. Mr. Knowles replied that the Committee doesn't meet until May. Mr. Knowles explained that he had a letter into the Cape Cod National Seashore regarding a request for a 5% reduction in the Franchise Fee in relation to the monies lost in October.

Request to release funding for additional positions at the Fire and Rescue Department

Dunigan stated that there was money set aside⁴ to increase staffing at the Fire Department. The consultants have identified some staffing issues and the proposed release of funding would enable the Fire department to hire more personnel. The Finance Committee has voted to release the funding. Ms. Brazil, explained what had transpired at the meeting with the Fire Chief and two Selectmen liaisons. She explained the increase in shifts: one additional 8 hour shift would be added for a Fire Fighter/Paramedic (\$44,068.00) and one additional Fire Fighter/EMT (\$39,155.00). She explained the issue with regards to over-time not being resolved per the Wage and Personnel bylaw for Fire department personnel. She added that until the over-time issue is resolved they are required to pay over-time. (\$95,848.00) is being requested to transfer from the Reserve funds to the Salary and Wage line of the Fire and Rescue and EMS budget. Ms. Brazil responded to Worthington's question of the increase in positions but added that she was unaware of the Fire Chief's staffing metrics. Ms. Brazil explained to Worthington that the funding was solely for staffing Fire Fighters since that is where the consultants found the primary need.

Wisotzky explained how they reached the solution for the two positions being added as well as increased capacity through regionalizing staff from neighboring towns. Weinstein questioned adding people when there are still training inadequacies (Fire Fighters) as brought forth by the consultants. Dunigan responded that the person would have to have the appropriate Fire Fighting training. Dunigan explained that they are using the funds that they have available to address the inadequacy that is identified. Ms. Brazil further commented on the years of service of many of the call fire department employees. Wisotzky felt that this was a great interim solution. Worthington expanded on the mutual aid that has existed at the Fire department. **Wisotzky moved to approve the transfer of funds totaling (\$95, 848. 00); (\$83,223.00) for staffing enhancement & (\$12,625.00) for anticipated Holiday pay. Dunigan seconded the motion. So voted unanimously 5-0.** Dunigan responded to Worthington that when the consultants have gathered all information there will be another meeting with the Fire and Rescue Advisory Committee.

Police Chief Evaluation

Jan Worthington recused herself from the discussion. Coburn explained the process for the Police Chief evaluation⁵. He added that overall the scores were averaged at 4.5 to 5 (highest being 5). Dunigan stated that it was a pleasure to work on the evaluation. Wisotzky spoke of the asset that Chief Takakjian is for the Town. Weinstein also thanked the Chief of Police in agreement with Wisotzky's comments. Coburn thanked the Chief of Police for assuming the role of Police Chief under difficult circumstances and spoke to his leadership and the team at the department. Chief Takakjian spoke highly of the members of his department.

Special Town Meeting

Coburn spoke to the lack of a quorum for the Special Fall Town Meeting. Mr. Peterson suggested that the cost of holding a Town meeting equates to between \$5-7,000.00. Chief Takakjian mentioned on December 2nd he will be having a meeting with his command staff to discuss vehicle options. He also spoke of the funds that are needed for the Emergency Shelter and was concerned if there was to be a need to use the Shelter during the winter months. Ms. Greenhalgh stated that the Finance Committee would have to approve allocating funds for the Emergency Shelter. Mr. Peterson explained that the Articles that were presented for the Special Fall Town meeting could be incorporated in the Spring Town Meeting making the Articles effective in the current physical year.

Wisotzky explained after speaking with Carl Brotman that the funds for the Housing Authority were not an urgent need. Mr. Peterson explained other funding options adding it would need to be determined by the Finance Committee as to whether these items are "unforeseen emergencies". Weinstein asked to invite a member from the Finance Committee to the discussion of these funds. Coburn stated reluctance in spending money on vehicles that are in disrepair. Chief Takakjian spoke of any interim funds just be a temporary stop gap measure. Worthington cautioned about holding another Special Town meeting.

Policy Review

#32-Gift Acceptance

#39-Direction of the Police Department

Dunigan proposed that there be a continuation of the discussion on the Policy Memorandum #39⁶ to allow time for the Chief of Police and herself to review the Policy and to present early in the new year a revised Policy. Worthington spoke to the reasoning behind looking at the current Policy #32⁷ with regards to "naming" and signage. She felt that perhaps it would be best to add a page in the Annual Town report honoring these contributions. Wisotzky felt that it could also be announced at Annual Town Meeting as well as the Annual Town Report and a page on the website was suggested.

Review and Approve ABCC Annual License Renewal Applications and Licenses

Coburn asked the Board of Selectmen if they had any questions regarding the approval of the annual liquor licenses⁸. Dunigan questioned that the establishment must be opened year round. Coburn stated that they can close at the approval of the Board of Selectmen. There was a brief discussion as to whether Beach Point Health and Swim Club were closing for the winter months. It was discussed to move ahead on the approvals and contact the owner regarding the process for any closures during the winter months. **Wisotzky moved to approve the 2014 annual alcohol liquor licenses (Beach Point Health and Swim Club, Salty Market LLC, Truro Vineyards of Cape Cod, and Pamet Valley Package Store, and Montano's restaurant). Weinstein seconded the motion. So voted unanimously 5-0.**

Review and approve 2014 Retail Liquor License Renewal Application Guidelines

The ABCC 2014 liquor license renewal application guidelines is provided to the State should there be any non-renewals or failures to renew for the 2014 annual alcohol licenses. **Dunigan moved to approve the 2014 retail liquor license renewal application guidelines. Wisotzky seconded the motion. So voted unanimously 5-0.**

Review and Approve Green Communities Annual Report, authorize Chair to sign

Ms. Greenhalgh explained that the annual Green communities report⁹ display the projects that have been completed thus far. She explained the various projects that were competed after the Fiscal Year. The numbers of projects that qualify for the Stretch Code are listed. Due to the switch from oil to propane the energy savings will not be determined until two years from now. Ms. Greenhalgh explained that she might be requesting in December a reallocation of the funds for an insulation project at the DPW.

Dunigan moved to approve the Green Communities Annual Report and authorize the Chair to sign. Worthington seconded the motion. So voted unanimously 5-0.

Review and Approve Shorebird Report and Contract, authorize Chair to sign

Mr. Peterson stated that the contract¹⁰ is for bird monitoring for this past season with an increase in the amount due to work on the ocean side beach in Truro. Dunigan noted an error in the use of the word “morality” in the contract correcting it to “mortality”. **Dunigan moved to approve the Mass Audubon Shorebird agreement as corrected and authorize the Chair to sign. Wisotzky seconded the motion. So voted unanimously 5-0.**

Review CDBG document, authorize Chair and Town Administrator to sign

Designation of Environmental Certifying Officer

Request for Release of Funds and Certification

Jay Coburn recused himself from the discussion. Mr. Peterson stated that these documents were for changes in administering the CDBG Housing Rehab and Childcare grant money¹¹. He explained that in the past Alice Boyd signed these forms for the release of funds but it is required that the Town Administrator be authorized to sign all CDBG forms for release of funds as well as be designated as the Environmental officer. **Dunigan asked for a motion to authorize the Town Administrator to sign requests for release of funds (CDBG) and designate him as the Environmental certifying officer. Wisotzky so moved. Weinstein seconded the motion. So voted unanimously 4-0.**

Review Mosquito Control Certification, Authorize Chair to sign

Mr. Peterson stated that the form from the Cape Cod Mosquito Control Project is for support for the preliminary budget for FY2015¹². Truro’s assessment is \$52,025.81, which Coburn stated is a 3.4% increase over last year’s assessment. **Wisotzky moved to support the Mosquito Control funding for FY2015 and authorize the Chair to sign. Dunigan seconded the motion. So voted unanimously 5-0.**

Update on Selectmen’s FY2014 Goals and Objectives¹³

Mr. Peterson asked to continue this discussion until December 3rd. Hearing no objections the Chair stated that this item would be continued until December 3rd.

Selectmen Reports and Liaison Reports

Worthington- Nothing to report.

Dunigan- Nothing to report.

Coburn-Nothing to report.

Wisotzky- Attended a Recycling Committee meeting. The Swap Shop is in bad shape both structurally and in the interior of the building. Wisotzky thanked Sergeant Silvia and Officer Vallie of the Truro Police Department for their time spent during his Ride-Along.

Weinstein- Attended first meeting with the Intermunicipal Cooperation Committee. There is an Ad-Hoc Committee for Finance Committee meetings. He suggested that perhaps the Board of Selectmen could discuss the Ad-Hoc Committee and its representation. Mr. Peterson explained the history of the Inter-Municipal Cooperation Committee and the idea of bringing the Finance Committees into the fold of their discussions. He thanked Lieutenant Danziger and Sergeant Deangelo for their time while he participated in the Ride-Along program.

Next Meeting Agenda: December 3rd, 2013

Coburn stated that the Chair of the Provincetown Board of Selectmen would like to hold a joint meeting with the Truro Board of Selectmen to discuss police department regionalization and the water system. Dunigan asked to have a discussion on reducing the hours of the Building Commissioner. Worthington agreed due to inquiries from citizens and builders. Coburn stated that they need an Executive Session to consider contract negotiations with the Chief of Police. Other items: Review Anti-Fraud Policy; Recommendation for Solid Waste Disposal Contract; Continued discussion of Articles with Finance Committee and Chief of Police; Update on Selectmen’s Goals and Objectives.

Town Administrator’s Report¹⁴

It was reported that the fence was completed at the Old North Cemetery.

Wisotzky adjourned the meeting. Dunigan seconded the motion. So voted unanimously 5-0. The meeting was adjourned at 7:47pm.

Respectfully submitted,

Nicole Tudor, Board of Selectmen Secretary

Jay Coburn, Chairman

Breon Dunigan, Vice-Chairman

Janet W. Worthington, Clerk

Robert Weinstein

Paul Wisotzky
Board of Selectmen
Town of Truro

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- ¹ Board of Selectmen meeting minutes of November 12th, 2013
 - ² Conservation Restrictions for 266 Shore Rd and Old Bridge Rd
 - ³ Letter from Jim Knowles to Board of Selectmen (10/29/2013); proposed rates for 2014; Income from operations; Gross receipts from 2003-2013; Schedule A from Concessioner 2008-2012;
 - ⁴ Town Accountant- Fire department allocation of funds for proposed staffing
 - ⁵ Police Chief Performance Evaluations & summary of evaluations
 - ⁶ Policy Memorandum #39-Direction of the Police department
 - ⁷ Policy Memorandum #32-Gift Acceptance Policy for the Town of Truro
 - ⁸ Memo to the Local Licensing Authority; Chief of Police certification of annual alcohol licensees; ABCC applications for annual alcohol licenses; 2014 Retail liquor license renewal application guidelines; Certificate of Inspections; Certificate of liability Insurance
 - ⁹ Green communities annual report for Jan. 1, 2012-June 30, 2013
 - ¹⁰ 2013 Coastal Water bird Program report –Truro sites Summary; Shorebird monitoring agreement
 - ¹¹ Designation of Environmental Certifying Officer and DHCD Change in Authorized Signatory
 - ¹² State Reclamation Board Budget Notification FY15
 - ¹³ Fiscal Year 2014 Goals and Objectives
 - ¹⁴ Town Administrator's report